



South Carolina Department of Labor, Licensing and Regulation
South Carolina Board of Registration for
Professional Engineers and Surveyors



110 Centerview Dr. • Columbia • SC • 29210

P.O. Box 11597 • Columbia • SC 29211-1597

Phone: 803-896-4422 • Contact.ENGLS@llr.sc.gov • Fax: 803-896-4427

www.llronline.com/POL/Engineers/

LICENSE RENEWAL FOR PERIOD OF JULY 1, 2016 TO JUNE 30, 2018

NAME: _____ REGISTRATION NO. _____

Business Name: _____

Business Address: _____

Business E-Mail: _____

Business Phone: _____ Business Fax: _____

Home Address: _____

Home E-Mail: _____ Home Phone: _____

Preferred Mailing Address: (check one) ☐ Business ☐ Home

(Please include your full name, registration number, e-mail and complete mailing addresses)

RENEWAL FEES FOR Engineers and Surveyors (Make check payable to LLR – Board of Engineers & Surveyors)

Renewal Fees	Engineer	\$85	Surveyor	\$85	Engineer & Surveyor	\$170
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Late Fees

(ADD TO FEE DUE)

Renewed July 1, 2016, to July 31, 2016, no late fee

Renewed August 1, 2016, to August 31, 2016, \$17 (*)

Renewed September 1, 2016, to September 30, 2016, \$34 (*)

***LATE FEES ARE DOUBLED FOR DUAL LICENSE HOLDERS.**

CONTINUING EDUCATION

- CONTINUING EDUCATION:** Thirty hours of continuing education are required for registration renewal. This reporting period is from July 1, 2014, through June 30, 2016. However, continuing education activities completed after July 1, 2012, which were not used for renewal in 2014, will also be accepted. (A maximum of 15 hours may be carried forward into the subsequent renewal period.)
- FIRST-TIME REGISTRANTS:** If this is the first renewal of your South Carolina registration, you are exempt from the continuing education requirements for this reporting period. **If your South Carolina registration number is 31395 or higher, this exemption applies to you.** When completing the CERTIFICATION statement on the back of this form, please check off the exemption for "FIRST-TIME REGISTRANT."
- REGISTRANTS ON ACTIVE MILITARY DUTY:** Individuals serving on temporary active duty in the armed forces of the United States for a period of time exceeding one hundred twenty (120) consecutive days are exempt from continuing education requirements. If you are claiming this exemption please check off the exemption for "REGISTRANTS ON ACTIVE MILITARY DUTY" when completing the CERTIFICATION statement on the back of this form.
- PHYSICAL DISABILITY:** Licensees experiencing physical disability, illness or other extenuating circumstances as reviewed and approved by the Board may be exempt from the continuing education requirements. Please submit a statement of explanation, a statement from a currently licensed physician or medical records as evidence that the disability prevented participation in continuing education courses with this renewal form.
- CONTINUOUSLY LICENSED:** Licensees **continuously** licensed by this Board since January 1, 1969, are exempt from continuing education requirements.

INSTRUCTIONS FOR COMPLETING RENEWAL FORM BY MAIL

- For mail-in renewals, please write your license number on your check, answer all RENEWAL questions, check one of the CERTIFICATION statements and submit the appropriate fee (make check payable to LLR-Board of Engineers and Surveyors). **Incomplete applications will be returned.**
- Renewals POSTMARKED by June 30, 2016, will be processed as timely renewals. Renewals postmarked AFTER July 31, 2016, are considered late and are subject to late fees.

RENEWAL QUESTIONS

You must answer the following questions. If your answer to any of the questions is yes, please explain on a supplemental sheet. Applications will be returned if questions are not answered.

1. Since July 1, 2014, has your professional or occupational registration/license been denied, suspended or revoked in any jurisdiction? (If the action was taken by the SC Board of Professional Engineers and Surveyors, you do not need to send any documentation.) ☐ YES ☐ NO
2. Since July 1, 2014, have you surrendered or allowed a professional or occupational registration/license to lapse in any jurisdiction due to pending or threatened disciplinary action? (If the action was taken by the SC Board of Professional Engineers and Surveyors, you do not need to send any documentation.) ☐ YES ☐ NO
3. Since July 1, 2014, have you been found by any court to have violated the engineering/surveying registration laws or the professional or occupational laws of any jurisdiction? ☐ YES ☐ NO
4. Since July 1, 2014, have you been the subject of disciplinary action by a professional or occupational registration Board? Disciplinary action includes, but is not limited to, any reprimand, fine, probation, suspension, revocation, cease and desist order, or other action relating to the practice or registration of engineering/surveying, including consent orders, settlement agreements, stipulations or the like. (If the action was taken by the SC Board of Professional Engineers and Surveyors, you do not need to send any documentation.) ☐ YES ☐ NO
5. Since July 1, 2014, have you been convicted of a crime (other than a traffic violation)? ☐ YES ☐ NO
6. Has there been any change in the status of your lawful presence in the United States since initial licensure? ☐ YES ☐ NO
7. Currently are you being treated, or within the last five years, have you been treated for drug or alcohol addiction that might interfere with your ability to competently and safely perform the essential functions of practice? ☐ YES ☐ NO
8. Currently or within the last five years, have you developed any disease or conditions, physical, mental, or emotional that might interfere with your ability to competently and safely perform the essential functions of practice? ☐ YES ☐ NO

CERTIFICATION STATEMENTS – Answer ONE of the following

1. I have met or will have met the continuing education requirement of at least thirty (30) hours by June 30, 2016. ☐ YES ☐ NO
2. I am exempt from continuing education requirements for the following reason:
 - ☐ First-Time Registrant. (My registration number is **31395** or higher)
 - ☐ Registrants On Active Military Duty: I certify that I am serving on temporary active duty in the armed forces of the United States for a period of time exceeding one hundred twenty (120) consecutive days.
 - ☐ I am physically disabled. An explanation with supporting documentation is attached.
 - ☐ I have been CONTINUOUSLY licensed in South Carolina since January 1, 1969.

Original Signature

Date

Print Name

"South Carolina Law requires the agency to collect personal information which is only disseminated as required by law. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on your renewal application and other documents on file, may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services. In order to better protect the information you provide, please provide the Department with the following information that may be released to the public upon request: a public mailing address, a public email address and a public telephone number."